





TRAINING PROGRAMS

MAY 2007

Date	Time	Class	Cost
1	9:00 – 3:30	Situational Leadership**	\$50
2	9:00 – 1:00	Information and Records Management	Free
9	9:00 – 1:00	Personnel Rules	Free
10	9:00 – 12:00	Workplace Harassment Prevention 	Free
16	9:00 – 3:30	Performance Management** 	Free
17	9:00 – 3:00	Selection & Interviewing	Free
22	10:00 – 11:00	Ethics	Free
23	9:00 – 3:00	Customer Service	Free
24	8:30 - 4:30	Pre-Retirement Planning Seminar	Free
30	9:00 – 12:00	Progressive Discipline**	Free

NOTE: All classes will be held in the State Conference Center except where noted.



Human Resource Certification Institute (HRCI) Recertification Credits for PHR/SHPR/GPHR assigned to qualifying courses, programs, and special events. For more information you may access to following website:
<http://www.hrci.org/>

****These classes are only offered to SUPERVISORS/MANAGERS AND/OR HUMAN RESOURCES PERSONNEL. Classes that require a fee are noted. Obtain your supervisor's approval to attend. For more information or to register, you will need to contact your agency training contact person (ATCP).**